

### LEASING PROPOSAL REQUEST

<b>Agency, Office Name</b>	<u>Department Of Children Services</u>
<b>Principal Use Office/Warehouse/Other</b>	<u>Office</u>
<b>Employee Headcount at Premises</b>	<u>15</u>
<b>Transaction Number</b>	<u>17-01-904</u>

	<u>Desired</u>	<u>Alternates Accepted</u>
<b>Service Area and Boundary Requirements</b>	Within <u>Roane County</u> with a preference to <u>Kingston</u> city limits and walking distance to the bus line, court house and schools.	<b>NO</b>
<b>Parking Requirements</b>	<u>29</u> Spaces Requested  The parking provided shall include handicap parking to meet the relevant code requirements.	
<b>Usable &amp; Rentable Contiguous Square Footage</b>	4,100-4,700 USF 4,700-5,300 RSF Proposals with square footages having a <b>5%</b> deviation (up or down) will not be considered an alternate. The State intends "contiguous" to mean space that is adjacent including floors below or above. The actual square footage will be determined by programming and space planning.	
<b>Special Buildout and Other Specifications</b>	See Schedule 1 attached.	
<b>Term Length</b>	Five (5) year or a five (5) year with a one-time five (5) year renewable option.	
<b>Commencement Date</b>	<b>TBD</b>	
<b>Termination Options</b>	<b>See page 1. number 6 of lease and Exhibit A number 5.</b>	
<b>Terms and Conditions</b>	As set forth in Pro Forma Lease. A copy of the Pro Forma lease form can be found by visiting <a href="http://www.tn.gov/stream/leasing">www.tn.gov/stream/leasing</a> .	

<b>Utility, Services and Other Costs</b>		
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Communications:

Interested parties must direct all communications regarding this procurement to the **State Leasing Agent**, who is the State's official point of contact. Email is the preferred form of communication.

Name: Heather Anderson  
 Phone Number: 615-626-1087  
 Email: Heather.Anderson@TN.GOV

Submittal Deadline and Format:

The completed "Lease Proposal Form" must be submitted as follows no later than 1:00 PM on Wednesday, February 15, 2017

Submittals must be received via either:

Email: **Heather.Anderson@tn.gov**

Or

Printed copy to:

Department of General Services/STREAM

Attn: **Heather Anderson**

William R. Snodgrass Tennessee Tower **24 th Floor**

312 Rosa L. Parks Avenue, Nashville, TN 37243

Phone: **(615)626-1087**

Method of Evaluation:

Please refer to the State of Tennessee Real Estate Asset Management Division website for the complete document, which describes the proposal evaluation method, by using the following link:  
**[www.tnrfp.com](http://www.tnrfp.com)**

Disclaimer of Subjectivity:

Proposers should understand and accept that by responding to this solicitation they are willingly participating in a process that may consist of some degree of subjectivity. Proposers should be aware that the proposal determined to best meet the needs of the State may not necessarily be the lowest cost proposal.

Protest Process:

Any protests or appeals of proetest pursuant to this Proposal Request or the Notice of Intent to Award shall be handled in accordance with the SBC By laws, Policy and Procedure Item 18.

## SCHEDULE 1

### Special Build Out Specifications:

LEASE IMPROVEMENTS/BUILD-OUT REQUESTS

1/5/2017

Attachment A to Space Action Request Transmittal, Part I

<b>LEASE IMPROVEMENTS/BUILD-OUT REQUESTS</b>
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**Layout/Floor Plan:**

1. All rooms which need to be accessed by clients should be included in a Secure Client Hallway. Rooms which should be included in the Secure Client Hallway are:
  - a. Drug Test Room
  - b. Visitation Room
  - c. Conference Room

Other rooms *may or may not* be included, such as small &/or large Conference Rooms, Enclaves, etc., depending on the configuration of available space.

2. If co-located with another State agency, prefer to have as much separation as possible—separate entrance, waiting room, conference room, etc.

**Building:**

1. Secure receptionist windows – minimum of one reception window (ADA-compliant), with speaking holes & pass-through slot.
2. Receptionist desk shall be equipped with a door release button, so that the receptionist can admit persons who do not have a Department Identification, such as maintenance personnel or vendors.
3. Convex Mirror(s) in Waiting Room if needed for receptionist to view the whole Waiting Room.
4. All doors leading to the employee work area should be secured by keypad locks with an electric strike.
5. All lockable doors accessible by clients should have “emergency lock-out” feature, which allows employees to gain access to a room where a client may have locked themselves in, whether accidentally or intentionally. This would apply to rooms such as:
  - a. Restrooms
  - b. Visitation rooms
  - c. Any small Meeting rooms in the client secure hallway.

It would NOT apply to rooms which need to be secure, such as hardwall offices, file rooms, storage rooms, large meeting rooms, etc.

6. Drug testing room requires a lockable wall- or base-mounted cabinet to securely store testing supplies.
7. Client Restrooms should be equipped with a Diaper-Changing Station, preferably wall-mounted. Adequate bracing should be built into the wall to support the weight of the unit & a child using the unit.
8. Sufficient Conference, Visitation, & Multi-propose / Enclave rooms.
9. All Telecom rooms will have adequate air ductwork or air unit to sufficiently cool the equipment & prevent overheating, without the need to prop the door open. Telecom should be secured at all times.
10. WiFi needed throughout space.

**Furniture:**

1. Shelving in file room in place of file cabinets. Shelving can be 12-15” deep (prefer 15”).
2. Shelving in supply storage room. Shelving can be 12-15” deep.
3. Shelving for children’s storage room. Shelving needs to be 18-24” deep to accommodate the large size of car seats, plastic bins for clothing, toys, etc.

Checked by:

Personnel Total: 24 SNA Date: 8/17/2016

Type	Standard	Description	Wall	Area	Count
P	00000	Placement Specialist	None	0	1
Mobile. Space included in Free Address area. Position will use Free Address area when in office.					
P	00000	Foster Home Support	None	0	1
Mobile. Space included in Free Address area. Position will use Free Address area when in office.					
P	02942	Secretary	O	51	1
Front Desk Receptionist.					
P	79186	Case Manager	None	0	20
Case Manager 1, 2, 3 and 4 positions. Mobile. Space included in Free Address area. Positions will use Free Address area when in office.					
P	79187	Team Coordinator	O	51	1
S	BR	Break Room	H	150	1
With base and wall cabinets, countertop with sink. Lessor to provide a minimum of 4 - 120V/20 amp. dedicated circuits with isolated neutrals for agency supplied coffee maker, microwave, refrigerator and possible vending machine.					
S	CR	Conference Room	HA	325	1
Seating for 20.					
S	CSR	Children's Storage Room	H	120	1
S	DTR	Drug Testing Room	H	100	1
With watercloset and countertop with lavatory.					
S	FAE	Free Address Enclave	H	120	1
S	FAH	Free Address Hoteling	O	25	4
S	FAH	Free Address Hoteling	O	30	4
S	FAH	Free Address Hoteling	O	60	2
Glass Cubes.					
S	FATA	Free Address Table Area	O	100	1
Space for shared work table.					
S	FMA	Fax Machine Area	O	5	1
S	FSR	File/ Storage Room	HA	198	1
S	MA	Mail Area	O	30	1
S	MFP	Multi-Function Printer	O	50	1

Space Needs Analysis Report v1.0 (Archibus)

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S	MP	Multi-Purpose	H	120	2
S	PL	Personal Lockers	O	64	1
Space for 4 - Locker Units. Each unit will contain 6 individual lockers. Centrally located where needed. For use by free address staff.					
S	SES	Supply Equipment Storage	H	80	1
S	SS	Supplemental Space	O	176	1
Space for 22 - Lateral File Cabinets located in wide hallways. Used by Free Address staff.					
S	TC	Telecom. Closet	H	48	1
For telephone and computer equipment. Room must be temperature controlled.					
S	VR	Visitation Room	H	180	1
S	WR	Waiting Room	HA	200	1
Seating for 10. With transaction countertop and locking sliding pass-thru window to Receptionist. Waiting room will need direct access to 1-unisex Client Restroom. Client and Staff restrooms will be separate and will not share the same plumbing wall					